

Architectural Review Board
Meeting Minutes June 10, 2014

The meeting was called to order at 7:30pm by the Chairman, Brenda Seefeldt.

Attendees: Deb Cruz, Carol Bryant, Carol Bailey, Bryan Reese, and Denise Bush. Kirstyn Barr, the town manager, and Liz Quist, the current vice mayor and mayor elect, were also in attendance. Puri Tan was excused.

There were no public comments.

May regular and special minutes were reviewed. Bryan moved to approve the minutes. Carol Bailey seconded. All ayes. Bryan moved to approve the special meeting minutes of May 26. Carol Bailey seconded. All ayes.

A sign application was presented for 402 Mill Street (Colonial Books) by Thomas Goeller. Three signs were presented. Two will be hung at the corner of the property at Mill and Ellicott on an existing post. The third will be hung from the gas light that is already on the property. Brenda advised that the brackets should be "hurricane" strong. The application includes flood lights that will be used at night to shine on the signs. Bryan moved to accept as submitted. Deb seconded. All ayes.

An exterior elevation application was presented for 305 Mill Street, Suite B-1 (Patriot Scuba) by Merial Currier. This application is for recessed lighting. Bryan moved to approve as submitted. Carol Bryant seconded. All ayes.

The exterior elevation application for 413 Mill Street (Mill House Museum) was not reviewed as there was no representative present.

The following Certificates of Appropriateness were reviewed:

- 309 Commerce, Peony Lane. Brenda will discuss the height of the flag with the owner. It appears to hang over the right-of-way and at a level that is too low.
- 308 Union Street. Still in process.

Bryan asked about the process for handling new signs that have not gone through the ARB process. The town manager responded that she will be contacting the merchants now that the craft show is over.

Denise had nothing to report from the town council except to point out that the new signs have been installed. Carol Bryant asked when the entrance signs would be installed. The town manager responded that the contract had been signed and it should happen soon.

Brenda asked the ARB to pick "did you know" topics to write for future town newsletters. Some of the suggested topics include: banners (Carol Bryant due July 15), moving/changing signs (Carol Bailey due October 15), exterior elevation changes (Bryan due August 15), non-sign marketing methods (Deb due September 15), and chalk boards (Brenda due June 15).

The town manager said that currently new businesses are not getting a new business packet. Instead they get a business application and sign application. She also commented that she would ask zoning to address some of the non-ARB issues such as weeds. She also mentioned that the gaslight town banners will be back up by the end of the week including the ones on Commerce Street.

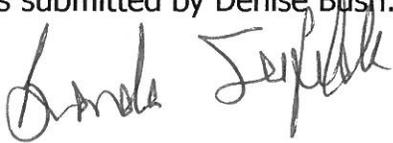
Brenda opened the discussion regarding adding a non-voting merchant member. Current recommendations include a 1-2 year position so that merchants can have input. This person could provide a perspective different than what a member who is a resident-only can. Deb expressed concern with possible perception that the ARB is trying to influence the businesses. Bryan moved to add a merchant representative position to the ARB. Carol Bryant seconded. Deb added that the specifics of the position will be worked out at a later date. All ayes. Brenda will present this to town council at the August work session. Carol Bailey recommended the ARB decide whether they want this position to be a voting member. Carol Bryant recommended the ARB be able to explain why they want to add the member. Both these topics will be discussed at the July ARB meeting. Members should be prepared for discussion at that meeting. Brenda needs to submit information for the August 19 work session by August 11. Deb expressed concern about any legal ramifications. Brenda has brought the topic to the town attorney for his consideration.

Brenda asked Carol Bailey about adding to the ordinance a section about photos on signs. Currently some signs include photos but they are historical types of photos. Deb suggested current photos should not be used on signs. Denise asked if photos are a content issue in line with First Amendment rights. Bryan asked if other historic districts allow photos on signs. Brenda closed the discussion with an assignment. Members should research the topic for future discussion. Brenda will ask the town attorney about potential legal issues.

Since this is Denise's last meeting, someone will need to take over minutes. Carol Bailey offered to take the minutes for the July meeting.

Meeting adjourned at 9:35pm.

Minutes submitted by Denise Bush.

A handwritten signature in cursive script, appearing to read "Denise Bush".